

OFFICE NOTE GUIDELINES

1.0 INTRODUCTION

These guidelines address the content, style and format of an MDL Office Note.

2.0 CONTENT GUIDELINES

The Office Note should include the following:

Header Information

- Version
- Project (e.g., MOS-2000)
- Date

Content

- Purpose
- Restrictions
- Note to User
- Non System Routines Used
- Language
- Location

3.0 STYLE AND FORMAT GUIDELINES

The format should follow the template provided in Exhibit 1.

The style guidelines are described below:

- When starting one of these formats, use as a template an "approved" document of the same series. This will save a lot of time, in that the margins, tabs, headers, page numbering, etc. will have already been set. Just delete the actual text when it doesn't apply. In addition, there will be a certain amount of "boilerplate" in each, that can be used either untouched, or with minor editing. This is much preferred over starting from scratch. Do NOT start from scratch.
- New Courier, 10 pitch is the font to use. Changes to other fonts should not be made except in agreed-upon cases. We will get this better defined in the coming weeks, but possible font differences are in tables (where space is a premium) and footnotes.
- The header consists of three lines (look at an example) with a "return" after each--but no more. With the top margin at .25 inches, this will give a text top margin of approximately 1 inch. A bottom margin of .5 inches is required for page numbering. Left and right margins are 1 inch. If a header is less than three lines, still use three returns to get the 1 inch top margin. Note on the examples the use of the date (e.g., 11/1/95). Do not use the automatic dating feature. This is far more trouble in the long run than just typing in the date (once per document). The date represents the date of the document, not necessarily the date it was printed.

- Paragraphs are not indented. Indentation, where used, is generally two spaces. Two spaces (only) follow a "dot" or the period following a number, etc. For section headings, since the numbers are of different lengths, just space over 2 spaces rather than trying to use a tab.
- The major sections should have the same or similar titles in documents in the same series. Some adjustment may have to be made in certain cases.
- Don't overdo the use of capitals. Specific things such as document titles may be capitalized (the only place they aren't is in references), but a general referral to such a document is probably not capitalized.
- Be sparing in the use of numbered lists, unless the numbers mean something, or (may) need to be referred to. Requirements should be numbered in case a reference need be made. Instead of numbers use "dots." When it is desired (necessary) to use a "dot (•)" or a dash (-) to define items in a list.
- Do not overuse underlining and "bolding".
- Triple spacing is never used. Double space between headings, etc.
- Use double quotes, not single, where quotes are used. Once a term is "defined" in quotes, quotes are not needed for that term again.
- On multiple line entries in the Table of Contents, put the page number (flush left) on the last (not the first) line of the entry. Here is an exception for hard returns--you will probably have to end the first (and all except the last) line of the entry with a return, then tab over to the proper place for the following line. This is necessitated because of the page number, and needing to leave some white space between the entry and the page number. (There might be a way of fooling with margins, margin releases, etc. that would obviate this, but it's not worth the effort.)
- Put everything possible into the document, at its completion. That is, the appendices should be there, and in order. Wherever possible, use a WP "box" to import a graph into, and if that is not possible, use a box to reserve the space for a cut and paste. Keep the document together unless forced to split it.
- It should be very unusual to have to put a hard page break into the document. When you do that, you will undoubtedly regret it later. Exceptions include after the first page of a long Table of Contents, in order to place column headings, etc. at the top of the 2nd page. Do this at the end of the document preparation, and there should be no problem, especially since this is at the beginning of the document.
- Any figure, diagram, table etc. that is not just straight text should be put into one of the WP "boxes." Although the types of boxes are interchangeable, use the figure box for figures, the table box for tables, etc. For tables that are longer than one page, you will have to manually define more than one box, each holding part of the table. This will allow you to caption the continuation appropriately and will insure that the tables integrate into the text properly, etc. (I have not tried this, but it

should work.) Don't do the table, then import it into the box, unless necessary; this can be done, but can cause problems. You should be able to create the box, then use the table feature inside the box. Refer to an existing document for a possible change of font in tables; also see below.

- For Table Boxes into which tables are to be put, either with or without the table/column feature: Normally, these will be full page width, but may be shorter than a page. Make them plenty long to start with (perhaps full page); after a print of the final with 10% gray shading (in OPTIONS), it can be shortened appropriately. Border style = None; Outside and Inside Border space = 0; position of caption is above box, outside borders; and minimum offset from paragraph = 0. Although the offset from the paragraph is normally 0, for boxes less than a page in size, the offset might have to be adjusted slightly.

Within the box, for the caption: (1) set line spacing = .5 with the format feature (Shift F8); (2) indent; (3) margin release (shift/tab); (4) Table x.xbbCaption ending with a period; (5) return (the combination of line spacing = .5 and the return will put the caption above the table with the "correct" space). Anchor Type should be Paragraph, Vertical Position = 0, and Horizontal Position = Center.

New Courier 8pt is to be used for most tables, because width space is usually at a premium. All tables will be right side up (vertical) unless it is absolutely not possible to do so. Not only does this make reading easier, and the heading, page number, and caption are correctly placed, but landscape setting in a document tend to clutter it up, and cause problems in not getting settings back to the other mode. However, for the column headings, normal size prestige elite should be used unless the headings are too long at that font size. Do not put a return above the table.

Above all, start from an existing box/table in an existing document, delete the contents, and put in the new. That way, column widths, etc., will be set.

- For Figure Boxes into which figures are to be drawn or imported: Normally, these will be full page, at least page width. Set the values large, say 9 inches and 11 inches. WP will set to the correct values for the page size. Note that these will be printed vertically (not landscape mode) even though the figure inside may have to be "sideways." This will place the heading and page number correctly. Although the caption will also be "vertically" aligned and the figure horizontally aligned, we have made this concession for ease of production. Border style = Single; Outside and Inside Border space = 0; position of caption is below box, outside borders; and minimum offset from paragraph = 0. Although the minimum offset from the paragraph is normally 0, for boxes less than a page in size, the minimum distance might have to be adjusted slightly.

Within the box, for the caption: (1) set line spacing = .5 with the format feature (Shift F8); (2) return; (3) indent; (4) margin release (shift/tab); (5) Table x.xbbCaption ending with a period (the combination of line spacing = .5 and the return will put the caption above the table with the

"correct" space). Anchor Type should be Paragraph, Vertical Position = 0, and Horizontal Position = Center.

3.0 QUALITY CONTROL

Things to do near the end of a good, clean, draft, and also at the very end:

- Spell check
- Make sure all acronyms are defined, except such standard ones as to make definition unnecessary. The AMS has provided such a list. Err on the side of too much definition rather than vice versa. Just as importantly, make sure the acronym is defined the first time it reasonably can be, and that it is never defined again. (The full meaning of the acronym could be used again, without the definition, for emphasis.)
- Make sure the Table of Contents (entries and page numbers) match the text. (Automatic numbering with the WP "target" feature is not worth the effort, and a check must be made at the end anyway.)
- Make sure the paging on the appendices is correct (e.g., I-1, I-2, etc. for appendix I).

Exhibit 1. MDL SMB Office Note

2.XX

MOS-2000

December 9, 1999

WETBULBT

COMPUTES WET BULB TEMPERATURE

Wei Yan

December 9, 1999

PURPOSE:

To compute the wet bulb temperature on a grid from grids of temperature, dew point, and pressure at any level. The grid containing the pressure values is internally created by using the TDL ID if the wet bulb temperature is to be calculated on an isobaric surface. WETBULBT is an almost exclusive routine for U201, and the call sequence is tailored for that use. The user should see the documentation for U201 for any additional explanation. The wet bulb temperature is returned in units of degrees Kelvin.

The MOS-2000 ID's (CCCCFF) processed are:

- 003 110 = Wet Bulb Temperature on an isobaric surface.
- 003 111 = Wet Bulb Temperature on a surface of constant height.
- 003 116 = Wet Bulb Temperature on a sigma surface.

RESTRICTIONS:

To compute the wet bulb temperature, the temperature and the dew point data must be available for the requested period and both must be in degrees Kelvin.

WETBULBT expects pressure data from the NGM to be in hectopascals (millibars) for computation on a constant height or sigma surface. All other model pressure data are expected to be in Pascals, and are converted to hectopascals within the DEWPT subroutine.

NONSYSTEM ROUTINES USED:

DEWPT, GFETCH, PRSID1

LANGUAGE:

FORTRAN 77 with HP extensions.

LOCATION:

The subroutine dptdpr.f is located on the HP's in /home21/tdllib/u201lib and on the IBM on /nfsuser/g06/u201lib.